

For Town Use
Application rec'vd. _____
Fee \$ _____
Rec'vd. _____
by _____

TOWN OF BUENA VISTA

**NOTICE OF APPEAL OR REQUEST FOR VARIANCE
TO THE BUILDING BOARD OF APPEALS**

(Please type/print all information)

DATE _____ Check One ☐ Variance Request
☐ Notice of Appeal

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____

STREET ADDRESS OF SUBJECT PROPERTY:

LEGAL DESCRIPTION OF SUBJECT PROPERTY: (may attach) _____

ZONE DISTRICT FOR SUBJECT PROPERTY: _____

CURRENT PROPERTY USE: Residential ☐ Business ☐ Industrial ☐ Other ☐ _____
(Describe)

DATE OF DECISION/ACTION SUBJECT TO APPEAL (if applicable): _____

NAME OF TOWN OFFICER/AGENCY INVOLVED: _____

DESCRIBE IN PLAIN LANGUAGE THE NATURE OF THE DECISION/ACTION SUBJECT TO APPEAL OR
THE VARIANCE REQUESTED (attach copy of decision/order/action and such additional sheets as necessary):

**PLEASE NOTE THAT ANY APPEAL OF A DECISION OR ORDER OF A TOWN OFFICER OR AGENCY
MUST BE FILED IN WRITING WITH THE TOWN CLERK WITHIN TEN (10) DAYS FROM THE DATE OF
SUCH DECISION OR ORDER.**

I hereby certify that I am the applicant named above and that the information contained herein and on any
attachments hereto is true and accurate to the best of my knowledge and belief. I also understand that I must attend any
hearing conducted on my appeal or variance request and that if I fail to do so my appeal or variance request may be
dismissed.

Applicant's signature

FOR OFFICE USE

Copy of appeal notice/variance request sent to:

- ☐ Building Inspector on: _____
☐ Building Board of Appeals Members on: _____
☐ Other: _____

Date of decision of Building Board of

Appeals: _____
☐ Decision mailed on: _____

Other: _____

Date of hearing before Building Board of

Appeals: _____

- ☐ Notice of hearing sent to applicant on: _____
☐ Notice of meeting provided on: _____